



Bicycle Corridor Improvement Program (BCI)

2012 Call for Projects

Orange County Transportation Authority Application Guidelines and Procedures

PURPOSE AND AUTHORITY

The Bicycle Corridor Improvement (BCI) Program is funded using federal Congestion Mitigation and Air Quality (CMAQ) funds, first authorized under the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 and subsequently reauthorized under the Transportation Equity Act for the 21st Century (TEA-21) in 1998, and the Safe, Accountable, Flexible, Efficient Transportation Equity Act: a Legacy for Users (SAFETEA-LU) and extended through several continuing resolutions. The CMAQ program provides funding through annual appropriations to Orange County to be used for transportation-related projects that reduce congestion and improve air quality. The Orange County Transportation Authority (OCTA) is responsible for selecting regionally significant projects for Orange County and working with California Department of Transportation (Caltrans) in administering selected projects. Projects eligible for CMAQ funding through this call include bicycle facilities and bicycle safety/outreach projects.

ELIGIBLE APPLICANTS

Eligible applicants include the 35 local government agencies in Orange County. Two or more agencies may participate in a project. Non-profit organizations may also nominate projects through an eligible local agency that is willing and able to take responsibility for carrying out and maintaining the project. Additionally, local agencies must be eligible to receive federal funding through OCTA or as a sub-recipient of Federal Transit Administration (FTA) funds and provide authorizing resolutions and cooperative agreements from their controlling bodies (sample resolution and cooperative agreement in BCI program application form) or through Caltrans as a direct recipient of Federal Highway Administration (FHWA) funds.

IMPLEMENTATION TIMELINE

Applications must be received by OCTA no later than 4:00 PM Monday, April 30, 2012. OCTA is seeking applications for projects which can start design, right-of-way acquisition, or construction (whichever phase the BCI program funding would be applied to) no later than the February 1 of the year in which the CMAQ funds are to be programmed in fiscal year 2012-13 or 2013-14

After the applications are reviewed by OCTA for overall compliance, an advisory panel will review and rank projects. A recommended priority list of projects will be forwarded to the OCTA Board of Directors for approval in August 2012.

BCI PROGRAM GRANTS

Each BCI program grant is limited to \$1 million in CMAQ funds. However, projects requiring more than \$1 million can be segmented into smaller phases and submitted as individual projects. The BCI Program 2012 Call for Projects covers fiscal years 2012-13 to 2013-14 and is funded using 10 percent of OCTA's annual CMAQ apportionment, providing approximately \$4.5 million annually. Projects may be submitted through the FHWA or FTA process based on project location and other project specific factors.

LOCAL MATCH REQUIREMENT

A minimum local match of twelve (12) percent of each project phase cost is required. Match may be local dollars, state dollars, non-transportation federal dollars, or private funding.

Overmatch. Local agencies may provide an “overmatch” for the project; that is, additional match dollars beyond the required 12 percent match requirement. Local agencies will receive additional points in the evaluation process for providing match funds above the minimum requirement. Additionally, administering agencies must commit to cover any cost overruns. Any work not eligible for federal CMAQ reimbursement must be funded through other means by the administering local agency, and cannot count as part of the match. These non-eligible federal items should be included in the application.

Reimbursements. The BCI program uses federal CMAQ program funds that are reimbursable through FTA via OCTA, or through FHWA via the Caltrans. Local agencies are expected to finance the project as it proceeds. Eligible expenditures — up to the ceiling of the federal funding share — will be reimbursed in arrears with an invoice and based on the match rate proposed in the original application.

Soft-Match Provisions. “Soft-match” and “in-kind match” refers to instances where the values of activities accomplished not verifiable or directly related to the project are credited towards the non-federal share (match) of the project, such as administrative costs. Soft-match or in-kind match are not eligible for the BCI program.

Scope Reductions and Cost Savings. If the local agency reduces the scope of an approved project or the project phase experiences cost savings, a reduction in BCI program funds must be applied proportionally to maintain the approved local match percentage.

BCI PROGRAM ELIGIBLE PROJECTS

Projects will receive funding for bicycle facilities and safety/outreach. If project eligibility is not clear, the local agency will provide reasoning and a determination will be made by OCTA and/or Caltrans.

Eligible projects may include:

- Provision of bicycles facilities. Examples: gap closures, bike lockers at transit facilities, bikeways, and bike racks on transit systems.
- Bicycle multi-use recreation trails and facilities.
- Bicycle safety/outreach programs.

MINIMUM REQUIREMENTS (Screening Criteria)

BCI program grant applications will be screened before they are scored to determine project eligibility (See Part 3 of the BCI program grant application). Local agencies should consider the following in submitting their proposals:

- A. ***Coordination.*** Projects must be on a regional bicycle plan. Examples include, but are not limited to, the Orange County Master Plan of Trails, OCTA Commuter Bikeways Strategic Plan (CBSP), and Safe Route to School Plan. Additional consideration will be given to projects prioritized as part of a multi-jurisdictional collaborative strategy or similar effort.
- B. ***Direct Relationship to Surface Transportation.*** Projects must have at least one direct relationship to the streets, pedestrian facilities, and/or the transit system. This relationship may be one of function, proximity, or impact.
- C. ***Improve Connectivity to or Between Employment and Activity Centers.*** Projects should enhance regional connectivity which is defined as: connections to existing bicycle and pedestrian facilities through gap closures or contributing to discontinuous segments, creating access, improving bicycle mobility, and increasing connections to employment and activity centers. In addition, bicycle projects that also include improvements of pedestrian mobility are encouraged. For existing and proposed bikeways, please see Appendix 1.
- D. ***Bikeway Priority Index Ranking (if applicable).*** Projects will be ranked and scored based on the Bikeway Priority Index Ranking (BPIR) after submittal. The BPIR is an internal OCTA model based on several factors including population density, employment density, and conditions or uses (geographic features, schools, transit stops, etc.) that attract or discourage potential bicycle usage. Submittal of a Geographic Information System (GIS) shape file, detailed map, and exact location is required for OCTA to process the project through the BPIR. For more information, please see Appendix 2.
- E. ***Project Readiness.*** Priority will be given to projects that can or will meet federal ready-to-list requirements for construction. This includes completion of National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA) requirements, right-of-way certification, and in the case of FHWA-funded projects, Authorization to Proceed (E-76) request for construction. NEPA, CEQA, and right-of-way certification must be completed before E-76 for construction will be approved. Secondary projects include projects applications for design and right-of-way activities. For more information on the E-76 submittal, please see the Caltrans Local Assistance Procedures Manual.

- F. **Cost Effectiveness.** For bicycle facility projects, cost effectiveness will be measured by total cost of direct expenditures and total project length. Direct expenditures include construction activities related to the facility such as curb-to-curb, drainage, grading, demolition, and mobilization. Indirect costs such as mitigation, rehabilitation, reconstruction, landscaping, lighting, and traffic control are not to be included in the cost effectiveness ratio.

For bicycle safety/outreach projects or bicycle facility amenity projects, agencies must provide an explanation of the cost effectiveness of the project.

- G. **Safety.** Projects must increase bicycle safety. Safety will be measured based on type of facility constructed and safety measures included in the project.
- H. **Public and Agency Support.** The project should receive input and support from members of the public, stakeholders, and local agencies. Support from members of the public and stakeholders should be submitted in letter format from organizations, businesses, coalitions, business improvement districts, neighborhood organizations, etc. Letters of support from individual members of the public will not be accepted.
- I. **State and Federal Compliance.** Projects must comply with CMAQ, federal, state and OCTA requirements. Projects must be consistent (or not inconsistent) with federal, state, regional or local land use and regional transportation plans, goals, and other policies. Projects must conform to the Americans with Disabilities Act.
- J. **Financial Viability.** The local agency must have the ability to meet financial processing requirements, must have sufficient level of funding to provide cash flow for the project and able to provide adequate personnel to manage and administer the project. Additionally, the administering agency must follow the federal procurement and federal contract administration requirements.
- K. **Air Quality.** Projects must demonstrate a measurable improvement in air quality. Local agencies must provide air quality measures with the application, including the following: Reduction in Average Daily Traffic (ADT) trips and major air quality benefit improvement including oxides of Nitrogen (NO_x), Sulfur (SO_x), Carbon (CO_x), and particulate matter (PM). Local agencies must enter project data into the California Air Resource Board South Coast Methods Program software and provide the summary print out. The software can be found here: <http://www.arb.ca.gov/planning/tsaq/eval/eval.htm>. Projects will be scored on a pass or fail basis.

EVALUATION CRITERIA

Each BCI program project nomination can receive a maximum of 100 points. (See summary of point distribution in the BCI Program grant application.)

MINIMUM INFORMATION FOR APPLICATION

The following information, including the BCI Program Application Form, is required by OCTA to evaluate and select projects. Applications submitted with incomplete information or lacking the required number of copies will not be evaluated.

- A. Cover Letter
- B. Table of Contents (page-numbered)
- C. An **unbound, single sided original, five copies** (total of six, 14 pages each application form), and an electronic copy provided via a compact disk of the application form. Use separate sheets of paper if necessary. Supporting documentation must be included where requested.
 - Part 1: General Project Information, including description, scope, and schedule.
 - Part 2: Funding
 - Part 3: Evaluation Criteria
 - Part 4: BCI Program Agency Resolution (must be provided no later than June 30, 2012)
 - Part 5: Assurances
 - Part 6: Cooperative Agreement Concurrence
- D. Environmental documentation

Exhibits:

- A. Proposed budget showing sources of funding by phase and year (1 page)
- B. Project site photos (2 pages)
- C. Precise maps to show proposed site(s) for the project and a Electronic GIS shape file (1 - 2 pages)
- D. Project design or concept drawings
- E. Project completion schedule (1 page)
- F. Right of Way map (1 page)
- G. Air Quality Calculations (1 – 2 pages)

Note: Proposal may not be longer than 25 pages. All pages must be numbered and printed on 8 1/2 x 11 sheets of white paper. Maps and drawings can be included on 11 x 17 inch sheets, folded into the proposal. **The original proposal should be left unbound for reproduction purposes.**

ELIGIBLE EXPENDITURES

Fundable activities include environmental, design, right of way, capital improvement or outreach. **Maintenance and/or rehabilitation work is not an eligible expenditure**, nor are capital projects with a life of less than 5 years, or one-time temporary improvements.

The local agency may use its own workforce to do preliminary engineering work. Costs must be direct project cost only. The local agency may also retain consultants after satisfying federal and state requirements for selecting consultants. Eligible expenditures include:

- Detailed engineering (preparation of environmental and construction documents),
- Real property acquisition, and
- Construction and construction management costs associated with conducting an eligible activity.

BCI program funds are not to be used for planning.

BCI program project activities utilize public funds. These funds are to be used for facilities that are in public ownership for public use. Improvements to private property and commercial facilities are not eligible, even though they may include properties for public use or owned by a public not-for-profit corporation.

PROVISIONS OF USE

CMAQ

SAFETEA-LU expired on September 30, 2009. Congress approved an extension set to expire on March 31, 2012. Therefore the BCI program and this Call for Projects is subject to the passage of the next Transportation Authorization Act or another continuing resolution.

For projects awarded funding through FHWA, the process is as follows:

- Project must be programmed in the Federal Transportation Improvement Program. City or County should consult with OCTA staff regarding modifications and amendments.
- Environmental documentation must be submitted to Caltrans by November 1 of the program fiscal year or risk losing their funding.

- Obtain NEPA and CEQA approval (prior to February 1 of the program year)
- Authorization to Proceed (E-76 request) must be submitted to Caltrans District 12 and copied to OCTA by February 1 of the year in which the CMAQ funds are programmed.
- Once E-76 is approved, the local agency has 6 months to award a contract.
- Once the E-76 is approved the project can be advertised and awarded for construction.
- Invoices for BCI projects are submitted to and paid by Caltrans.
- If no expenditures are made in a six month period, project may risk loss of funds.
- Administering agency must submit semi-annual progress reports to OCTA by the 30th day of January and July for progress reports for the prior six months through December and June respectively. An example of the required report is provided in the Appendix 3.
- Execution of the Cooperative Agreement between OCTA and the local agency.

For projects awarded funding through FTA, the process is as follows:

- Project must be programmed in the Federal Transportation Improvement Program. City or County should consult with OCTA staff with modifications and amendments.
- Environmental documentation including NEPA and CEQA must be submitted to OCTA by November 1 of the program fiscal year or risk losing their funding.
- Local agency must submit all required documentation for request for transfer of the CMAQ funds from FHWA to FTA by February 1 of the program fiscal year
- Local agency must submit all required FTA application documentation for inclusion in a OCTA FTA grant.
- Contract award must be complete by June 30 of the program fiscal year.
- Invoices for BCI projects are submitted to and paid by OCTA
- If no expenditures are made in twelve months, project may risk loss of funds.
- Administering agency must submit quarterly progress reports to OCTA by the 15th day of January, April, July, and October for progress reports for the prior three months through December, March, June and September respectively. An example of the required report is provided in the Appendix 3.
- Execution of the Cooperative Agreement between OCTA and the local agency (see Appendix 4).

TIMELY USE OF FUNDS

BCI program projects funded through FHWA must be obligated by May 1 of the programmed fiscal year and no extensions will be granted. If OCTA has not received proof of submittal of the E-76 to Caltrans by February 1 of the programming year or the project cannot proceed, the funding for the project will be cancelled.

BCI program projects funded through FTA must award a contract by June 30 of the programmed fiscal year and no extensions will be granted. If OCTA has not received documents required for the FTA transfer request by February 1 of the programming year or the project cannot proceed, the funding for the project will be cancelled.

ADDITIONAL INFORMATION

Completed applications and questions regarding these procedures and criteria should be directed to Louis Zhao of OCTA staff at:

Mail:

Louis Zhao
Associate Transportation Funding Analyst
Orange County Transportation Authority
550 S. Main Street
Orange, CA 92863-1584

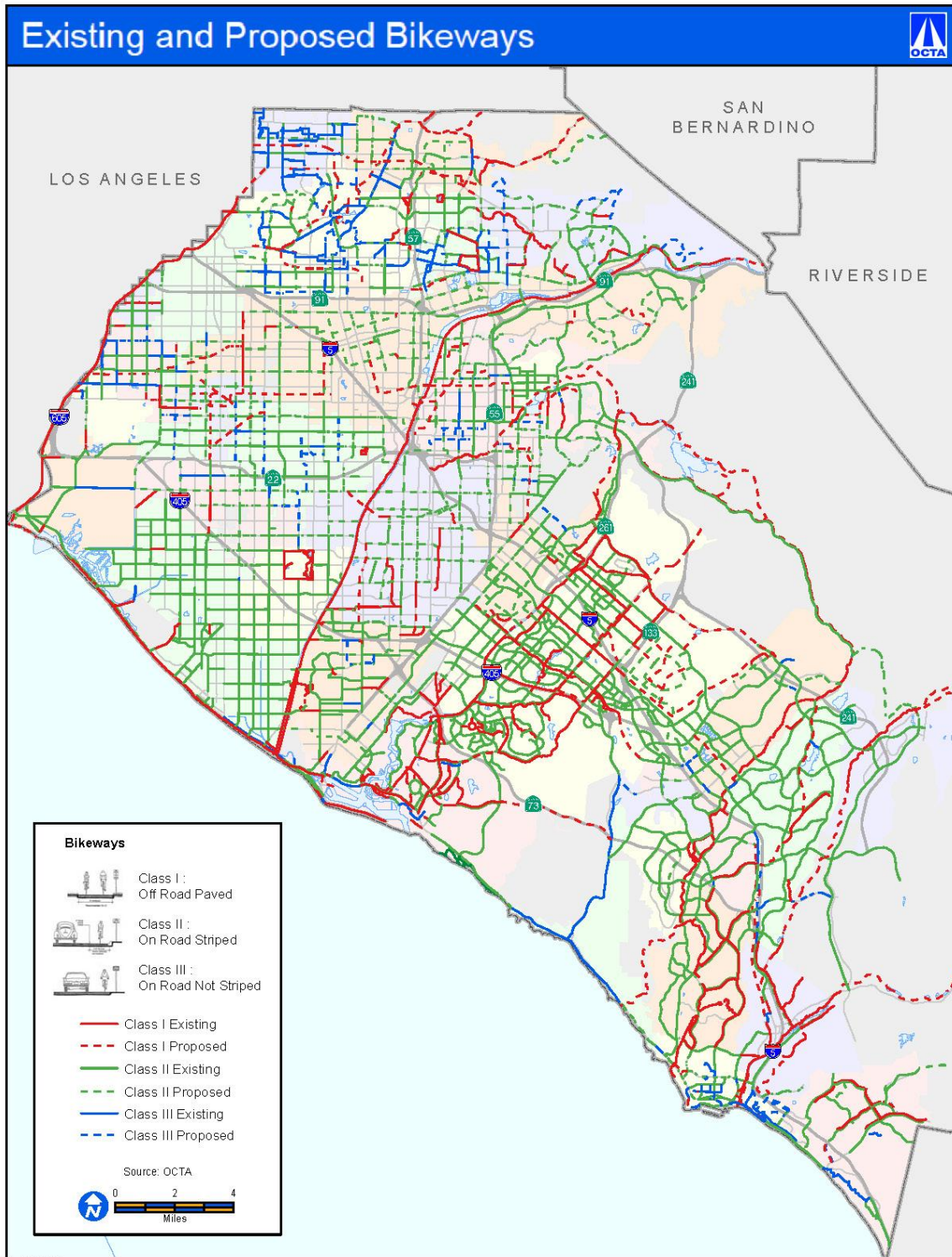
Tel: (714) 560-5494

Fax: (714) 560-5794

Drop Off:

Orange County Transportation Authority
600 S. Main Street
Orange, CA 92863-1584

APPENDIX 1: EXISTING AND PROPOSED BIKEWAYS MAP



Note: A larger version of this map can be found in the Commuter Bikeways Strategic Plan.

APPENDIX 2: BIKEWAYS PRIORITY INDEX RANKING CRITERIA

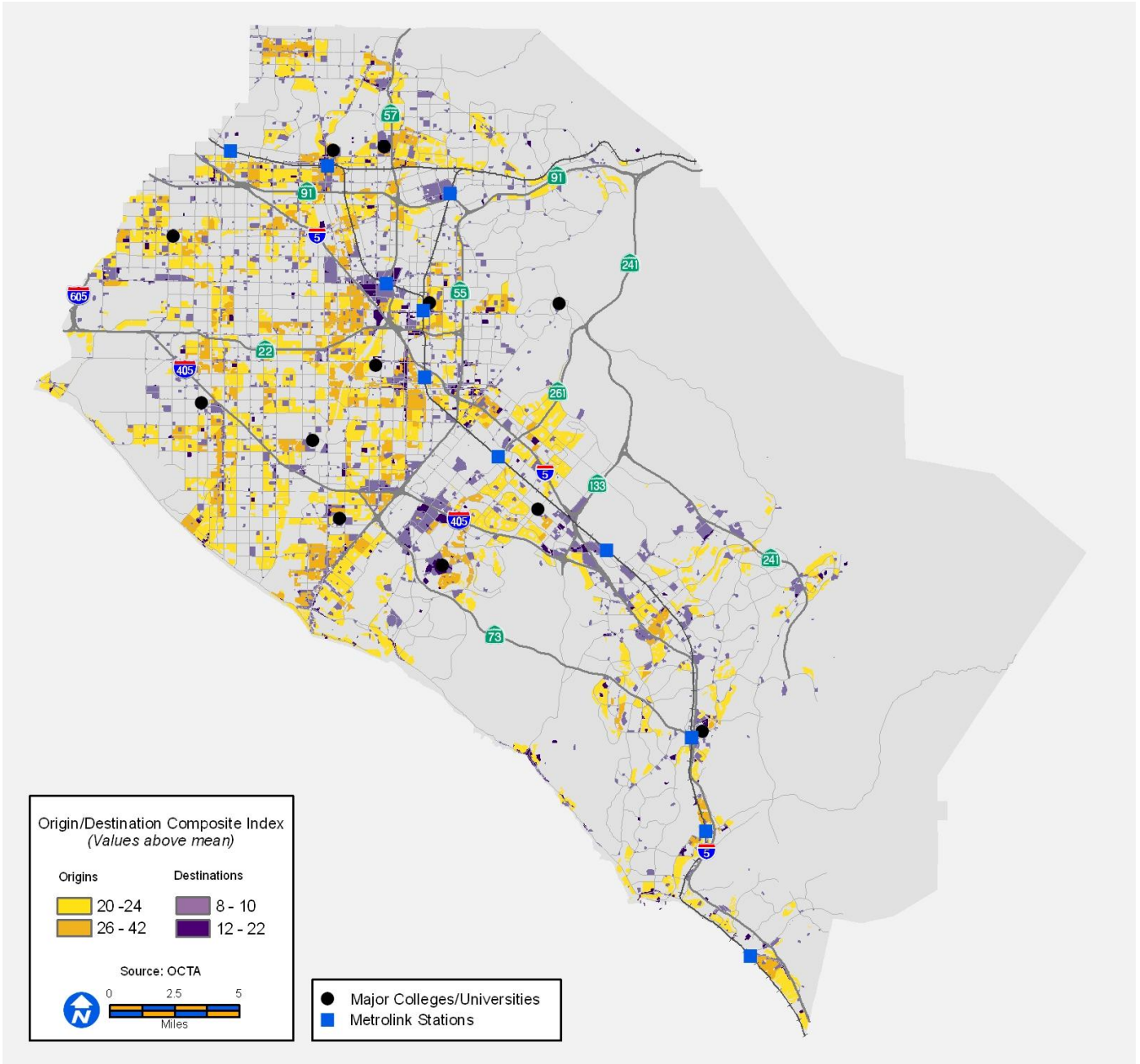
The following is a list of criteria used to evaluate projects in the Bikeways Priority Index Ranking (BPIR). The BPIR sums criteria from origins and destinations. Origins include major residential areas with high population or high density. Destinations include major areas of employment and activity centers.

ORIGINS

FACTOR	MAX VALUE
Population Density (Base)	10
Population Growth (2035)	8
Population Density less than 18 years old (US CENSUS ACS)	8
Land-Use Mix	8
Bicycle to Work (US CENSUS ACS)	8
Bicycle Network Proximity (Existing)	8

DESTINATIONS

FACTOR	MAX VALUE
Employment Density (Base)	8
Employment Growth (2035)	8
Universities/Colleges (Enrollment)	8
Metrolink Rail Stations (AM Alightings)	8
Schools (Elementary, Middle, High School)	8
Parks, Local Retail/Public Services	4
Bus Stops (PM Trips)	6



APPENDIX 3: QUARTERLY/SEMI ANNUAL REPORT FORM

Project Title: _____

Agency: _____ Date: _____

Schedule	Original Completion Date	Current Completion Date
Draft Environmental Document		
Final Environmental Document		
Begin Design Engineering		
Plans, Specifications, and Cost Estimates complete		
Start Right-of-Way Acquisition		
Right-of-Way Certification		
Submit Request for Authorization for Const (E-76)		
Ready to Advertise		
Award Construction		
Project Completion (open for use)		

Funding Table:

Preliminary Engineering (\$000's)

Fund Source	Fiscal Year	Planned Obligation	Current Estimates	Actual Expended	Remaining Allocation

Right-of-Way (\$000's)

Fund Source	Fiscal Year	Planned Obligation	Current Estimates	Actual Expended	Remaining Allocation

Construction (\$000's)

Fund Source	Fiscal Year	Planned Obligation	Revised Allocation	Actual Expended	Remaining Allocation

Major Activities: _____

Status: _____

Issues: _____

Name/Title: _____
Phone: _____ Email: _____